**SSA Instructions**

Completing the Form:

Type of Request

* Submit a **new request** when you want authorization to purchase goods/services with an SSA for the first time, or if a previous SSA did not allow for renewals or is expired.
* Submit a **request to renew** when you have a current SSA that allows for renewals and you wish to renew for an additional term.
* Submit a **request to amend** when you wish to make changes to a current SSA, including adding goods/services, extending the term, or changing other details.

Sole Source History

* On any request to renew or amend, include a history of the original SSA, any renewals and amendments, and the Total Value to Date.
* Example: SSA1600 issued 7/1/14; term 7/1/14 – 6/30/15; $30,000

SSA1600-01 issued 6/1/15; term 7/1/15 – 6/30/16; $32,000

SSA1600-02 issued 7/15/15; amend to add quantity; $2,000

Total Value to Date: $64,000

Justification

* The requesting Agency must provide a written justification documenting that the Sole Source purchase is required to meet a business need AND that the Agency has thoroughly researched available alternative products or service providers (functional equivalents) as well as other suppliers for the same.
* Answer all required questions completely. You may attach additional information; however, please enter at least a brief answer in each box. Do not simply enter “see attached.”
* Be sure to attach a quote and any required documentation from the vendor.

Certifications

* Check the boxes to certify that you have funds available for the sole source purchase (this replaces the need for a DA-1 or IPRO request) and that you understand the requirements of a sole source exemption and have provided information that is complete and true, to the best of your knowledge.

Signatures

* The SSA form must be signed by an end-user/program representative **AND** an agency purchasing representative.

SSA Process:

* Submit the completed SSA form and any required attachments to [purch@lcsc.edu](mailto:purch@lcsc.edu).
* Requests will be reviewed by DOP personnel. You may be contacted for additional information.
* Once the request is complete, it will go to the DOP Administrator for consideration. The Administrator may approve, reject, or seek additional information.
* Following Administrator approval, a legal notice of the intent to enter into a sole source purchase must be advertised on DOP’s website if:
  + The request is for a **new** SSA; or
  + The Administrator determines that advertisement is necessary
* Advertisements are posted for 3 business days.
* Following removal from the DOP website, there is an appeal period of 5 business days.
* Once the appeal period has ended (or upon approval, if no advertisement/appeal period is required), the signed SSA will be emailed to the Agency.
* Upon receipt of the signed SSA, the Agency may enter into a contract with the supplier, subject to any conditions included with the SSA approval.